

Wisconsin Department of Regulation & Licensing

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EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS, HYDROLOGISTS, AND SOIL SCIENTISTS

PROFESSIONAL SOIL SCIENTIST SECTION

REGISTRATION INSTRUCTIONS FOR THE FUNDAMENTALS AND PRINCIPLES AND PRACTICE EXAMINATIONS

I. APPLICATION PROCEDURE FOR NEW CANDIDATES

ALL NEW APPLICANTS (those applying for the examinations for the first time in Wisconsin) must submit the following to the Department of Regulation and Licensing to determine eligibility to sit:

- a) An Eligibility Application (Form #2448)
- b) An Experience Record (Form #392)
- c) Supervised Experience Evaluation (Form #2446), if applicable
- d) Peer Review Evaluation (Form #2445), if applicable
- e) Official transcripts showing courses taken and degrees received.
Unofficial transcripts are not acceptable.
- f) Fees: Taking 1 Part \$179
Taking 2 Parts \$290

Completed Eligibility Applications must be mailed directly to the Department at the above listed address. Eligibility application materials hand-delivered or mailed by special courier must be addressed to: Department of Regulation and Licensing, 1400 E. Washington Avenue, Room 175, Madison, WI 53703.

If you have taken the exam in another state, your status would be as a **NEW** candidate.

Retake applicants who have previously taken the examination in Wisconsin are not required to resubmit an Eligibility Application to the Department of Regulation and Licensing.

II. APPLICATION PROCEDURES FOR RETAKE CANDIDATES

Applicants retaking the examination will only need to submit the Eligibility Application (#2448) and the appropriate retake fee.

Retake Fee: One part: \$126
Two parts: \$237

Wisconsin Department of Regulation & Licensing

III. EXAMINATION INFORMATION AND CONTENT

Wisconsin Professional Soil Scientist Section is administering the national examination prepared by the Council of Soil Science Examiners (CSSE). The examination is administered at the Department of Regulation and Licensing, 1400 East Washington Avenue, Madison, Wisconsin. To obtain information on the content of both the Fundamentals exam and the Principles and Practice exam, please refer to CSSE's web site at www.soils.org/csse.

IV. EXAMINATION DATE AND FILING DEADLINES

There is a 60 day filing deadline for the eligibility application materials. No exceptions to the filing deadline will be accepted. All application materials must be **postmarked** no later than the filing deadline. Candidates are encouraged to apply as early as possible for the desired examination date.

EXAM DATE

March 17, 2006

October 20, 2006

FILING DEADLINE:

January 17, 2006

August 21, 2006

V. REQUIREMENTS

FUNDAMENTALS EXAMINATION:

To apply for the fundamentals examination, an applicant must have completed one of the following requirements:

1. Be not less than second semester senior standing in a bachelor program in soil science meeting the requirements of GHSS 4.04;
2. Have completed at least 24 semester hours or 36-quarter hours in soil science and be of not less than second semester senior in a bachelor program meeting the requirements of GHSS 4.04;
3. Have completed at least 5 years of experience which has been determined by the section to be equivalent to the requirements of GHSS 4.04.

PRINCIPLES AND PRACTICE EXAMINATION:

To apply for the principles and practice examination, an applicant must have completed one of the following requirements:

Option 1:

1. Does not have an arrest or conviction record;
2. Have completed a bachelor's degree with at least 30 semester hours or 45 quarter hours in soil science meeting the requirements found in GHSS 4.04 or have at least 5 years of professional experience in addition to the qualifying experience which is determined by the section to be equivalent;
3. Have completed at least 4 years of professional experience in soil science work or completed at least 3 years of professional experience in soil science work if the applicant has 1 or more advanced degrees relevant to the practice of professional soil science demonstrating that the applicant is qualified to assume responsible charge of soil science work. At least 1 year of the qualifying professional experience must have been performed under a supervisor who is a registered professional soil scientist either in this state or in another state, or who is deemed qualified by the section to have responsible charge of soil science work.

Wisconsin Department of Regulation & Licensing

Option 2:

1. Does not have an arrest or conviction record;
2. Have completed a bachelor's degree with at least 30 semester hours or 45 quarter hours in soil science meeting the requirements found in GHSS 4.04 or have at least 5 years of professional experience in addition to the qualifying experience which is determined by the section to be equivalent;
3. Have completed at least 6 years of professional experience in soil science work or completed at least 5 years of professional experience in soil science work if the applicant has 1 or more advanced degrees relevant to the practice of professional soil science demonstrating that the applicant is qualified to assume responsible charge of soil science work. At least 1 year of the qualifying professional experience must have been performed under a peer review system.

Experience Record (Form #2392)

To verify that you have completed the experience requirement, please complete the enclosed experience record form.

Supervised Experience Evaluation Form (#2446)

To verify your experience, please have the enclosed Supervised Experience Evaluation Form completed by your supervisor.

Peer Review Evaluation Form (#2445)

If you acquired your experience under the peer review system, please have the enclosed form completed by the evaluator. You need a total of three peer review evaluations.

Official Transcripts

If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). Transcripts for courses and degrees claimed in qualifying to sit for the exam are required. Unofficial copies of transcripts are not acceptable. Official transcripts showing courses taken and degrees received are required. Transcripts must be sent by the college to you. You must send the transcript in the sealed envelope with your application to the Department of Regulation and Licensing.

V. NAME AND/OR ADDRESS CHANGE

Any applicant scheduled for the examination who changes their name and/or address should notify the Department of Regulation and Licensing within 30 days of the name change.